Electronic Records Management

The transition from paper to electronic media

Information is Becoming More Electronic

- Most records are digitally born in various forms, some with associated metadata

- This presents new challenges for storage, filing, and retrieval

- Policies, infrastructure, and business processes were designed for a paper world

- New laws and policies must be written to adapt to the changing environment

What are electronic records?

- Data bases/data sets
- E-mail
- Digital images
- Web sites
- Audio recordings
- Work station files

- Spreadsheets
- Text messages
- CDs
- Jump drives
- Hardware
- Software

Metadata is data about data

- ☐ Information about who created a document, when, who changed it, and when, etc.

- ☐ It is a record of events about particular files

- ☐ Metadata is useful in identifying a particular file's properties when searching for specific information

- ☐ Accurate metadata is critical to electronic records management.

Government Records Access and Management Act

- Electronic or paper: the same rules apply

- Determine a record by content

Record

" .... a book, letter, document, paper, map, plan, photograph, film, card, tape recording, electronic data, or other documentary material regardless of physical form or characteristics: that is prepared, owned, received, or retained by a governmental entity or political subdivision."

UCA 63G-2-103(22)(a)

Government Records Access and Management Act

□ Categorize records into record series

Record series

" …. a group of records that may be treated as a unit for purposes of designation, description, management and disposition."

UCA 63G-2-103(23)

Government Records Access and Management Act

- Government records are the property of the state

- It is unlawful to destroy or damage records in contravention to an approved retention schedule

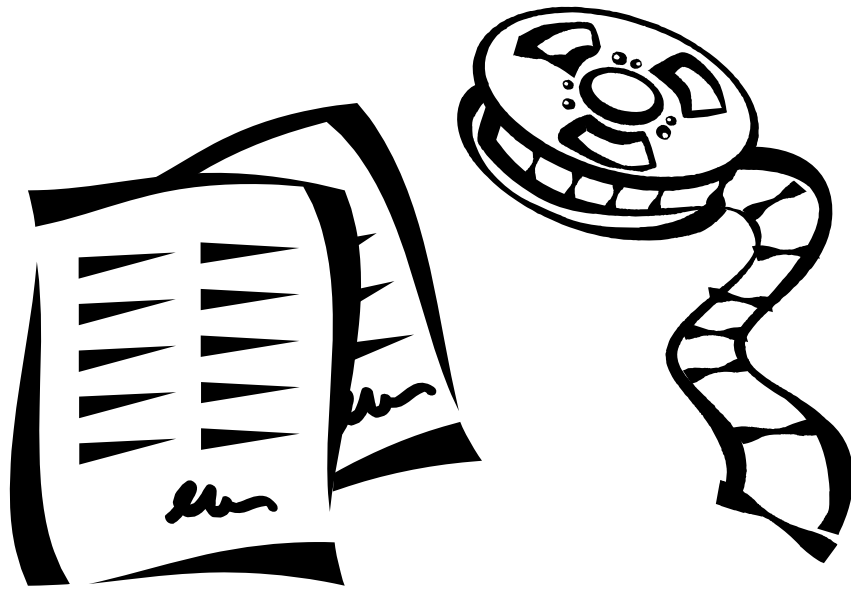- Records must be retained according to an approved retention schedule.

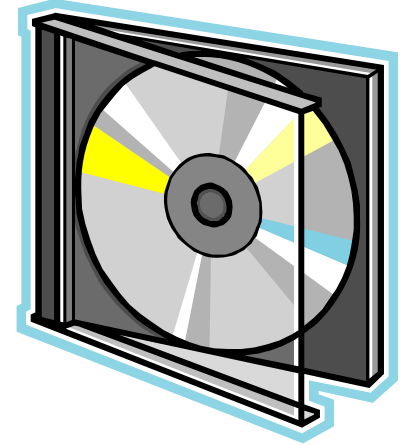# Government Records Access and Management Act

Record copy

" …. The officially designated copy of a record that will be maintained according to an approved retention schedule.

The record copy may be maintained in any format.

How long will it last?

Paper or microfilm will last 500 to 1,000 years.

Compact discs have a life expectancy of 5 to 10 years.

Technology is Changing

- 5 ½" – 3 ½" discs - cd's - jump drives

- Analogue is obsolete & digital is in infancy

- Permanent retention will require reformatting

E-mail is correspondence

- Classification & retention depend on content

- Non-business: not a record

- Transitory: until administrative need ends

- Policies and procedures: permanent

Records Management Software

- Should provide for retention and destruction of selected files

- Should have classification capability

- Should be able to remove private and protected elements

Digitization Advantages

- Easy to disseminate
- Easy to copy
- Convenient
- High Density storage
- Easy to retrieve
- Multiple users

Digitization Disadvantages

- Can be expensive
- Technological obsolescence
- Complicated disposition
- Metadata requirements
- Staff training required
- Dependence on hardware

Individual workstation files

- Organize in folders for easy access

- Temporary drafts are not records

- Delete regularly when retention is met

- Print important files

What is the solution?

- Standardize processes and rules

- Implement electronic records management programs

- Find technical solutions

- Awareness, education, coordination

Records Management Committee

- Committee should include:
  - Agency records officer
  - IT personnel
  - Members of each department or section

- Meet regularly to establish policies and address records management issues

- Work things out one piece at a time

Web sites

- Agencies required to allow certain transactions to be conducted electronically (46-4-503)

- Archives to maintain public meeting web site